

Your Company Name  
PO Box 123  
Anywhere, MD 12345  
Business Hours  
9 AM - 5 PM  
Monday - Friday

John Q Public  
123 Main Street  
Pasadena, MD 21122

Dear John Q Public,

This letter is to notify you that check number 101 for a single entry ACH dated 12/03/09 in the amount of \$ 50.00 will be electronically debited via ACH from your checking account on 12/03/09.

Your verbal authorization for this transaction was given on 11/10/09.

Bank Routing Number: 123456789  
Account Number: \*\*\*\*\*2262  
Reference Number: Sample TEL Letter

Please contact us at 800-123-4567 if you have any questions.

Sincerely,

Your Company Name

**THIS COMMUNICATION IS FROM A DEBT COLLECTOR.  
THIS IS AN ATTEMPT TO COLLECT A DEBT BY A DEBT COLLECTOR AND  
ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE**